

Working with Text

Inserting a Text Box

In PowerPoint, text can be inserted either by working in the Slide Outline Pane or in a text box. If the slide layout includes text boxes, simply click on the text box to add text.

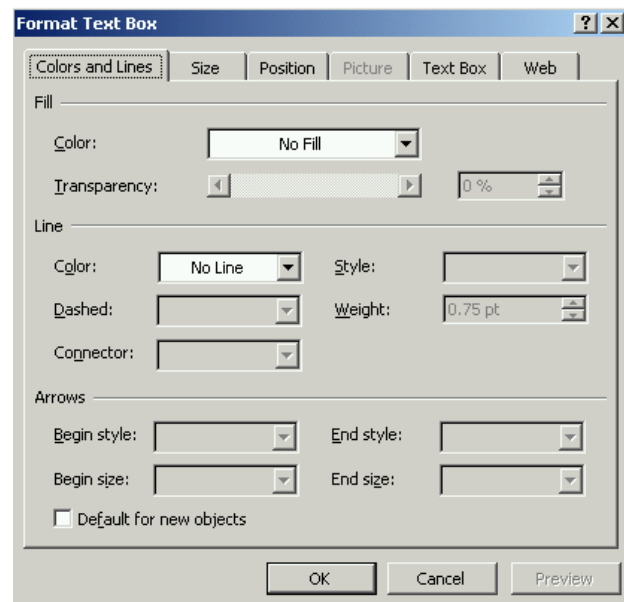
But what if there is no text box in the slide layout?

To add a text box to the slide, select **Insert/Text Box** from the menu bar and draw the text box with the mouse.

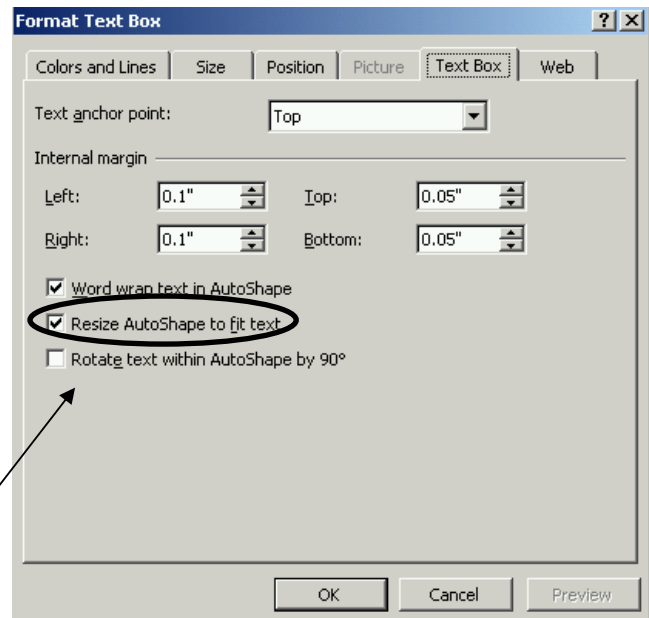
Text Box Properties

You can change the colors, borders, and backgrounds of a text box..

1. Activate the textbox by clicking on it and select **Format/Text Box** from the menu bar.
2. Under the **Colors and Lines** tab, select a **Fill** color that will fill the background of the text box. Check the **Semitransparent** box if you want the slide background to show through the color.
3. Select a **Line** color that will surround the box as well as a **Style** or **Weight** for the thickness of the line and a **Dashed** property if the line should not be solid.



4. Click the **Text Box** tab.
5. Change the **Text anchor point** to reposition the text within the text box.
6. Set **Internal margins** to the distance the text should be to the text box edges.
7. Click **OK** to add the changes to the text box.



Hot Tip!

Vertical Text

You can get vertical text by selecting the option *Rotating text within AutoShape by 90°*.

Resizing a Text Box

Select a text box by clicking on it with the mouse. A border with nine handles will appear around the text box. The four handles on the corners will resize the length and the width of the box at once while the handles on the sides will resize only in one direction. Click one of the handles and drag it with the mouse. Release the mouse button when it is the size you want it to be. Move the text box by clicking and dragging the thick, dotted border with the mouse.



Hot Tip!

If you have difficulty in resizing the text box make sure that the option **Resize AutoShape to fit text** (circled in the **Format Text Box** graphic on the previous page) is left unselected.

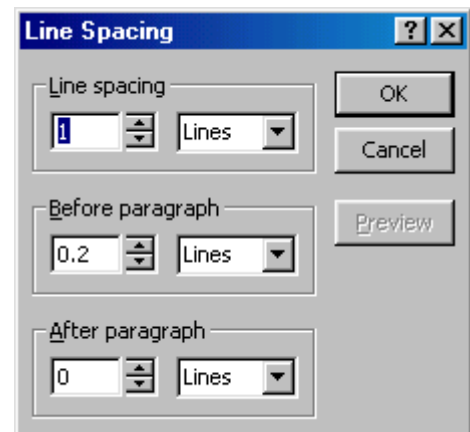
Formatting Text

Select the text that will be formatted by highlighting the text either on the outline or on the slide. Choose Format|Font from the menu bar or right-click on the highlighted selection and select Font from the popup shortcut menu or. Select a font face, size, style, effect, and color from the Font dialog box. Click the Preview button to see how the changes will appear on the slide before making a decision.

Line Spacing

Change the amount of space between lines in a text box by selecting **Format|Line Spacing** from the menu bar.

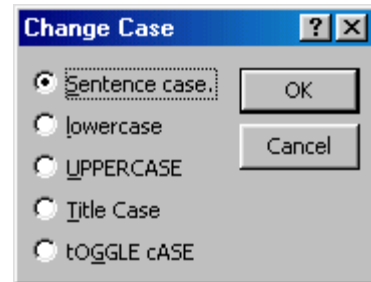
- **Line spacing** - Select the amount of vertical space between lines. A value of "1" is equal to single spacing and "2" is double spacing. Values between and above these numbers are valid as well.
- **Before paragraph and After paragraph** - This value will determine the amount of vertical space before and after each paragraph in a text box.



Change Case

Change the case of the characters in a paragraph by selecting **Format|Change Case** from the menu bar without having to retype the text.

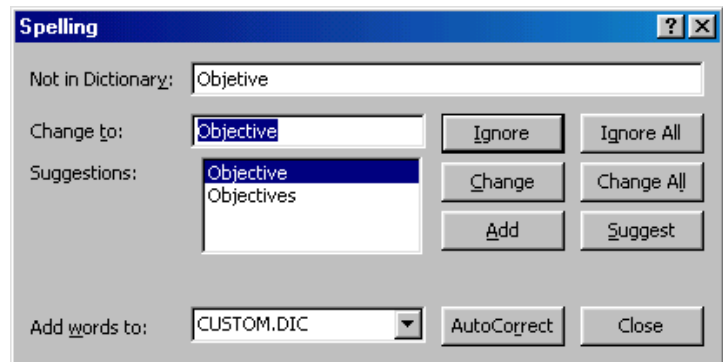
- **Sentence case** - Capitalizes the first letter of the first word in each sentence.
- **Lowercase and Uppercase** - Changes the case of all the letters.
- **Title case** - Capitalizes the first letter of every word and reduces the rest to lowercase.
- **Toggle case** - The opposite of Title case, it makes the first letter of every word lowercase and capitalizes the remaining letters.



Spell Check

Correct the spelling in the presentation by selecting **Tools|Spelling** from the menu bar or by pressing the F7 key on the keyboard.

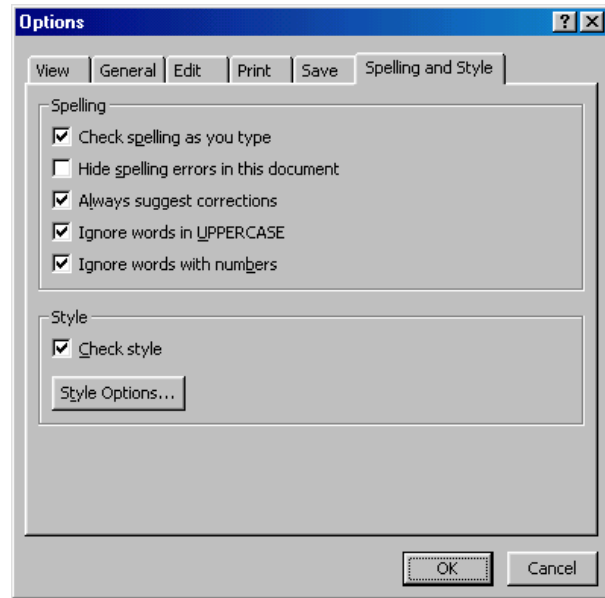
- The spell checker will prompt you to make corrections of the first word that is spelled wrong.
- If the word is spelled correctly, click **Ignore** or **Ignore All** if the same word appears several times during the presentation. If this word will appear in many presentations (such as your name), click **Add** to add the word to the dictionary and you won't be prompted by a misspelling again.
- If the word is spelled wrong, highlight one of the the **Suggestions** or type your own revision in the **Change to** box. Click **Change** to correct this occurrence of the word or **Change All** to correct all occurrences of the word in the presentation.
- Click **Close** to abort the spelling check early.
- When the spell checker has read through the entire presentation, you will be prompted by a window telling you that the spelling check is complete. Click **OK**.



Spelling Options

Select **Tools|Options** from the menu bar and click the **Spelling and Style** tab.

- **Check spelling as you type** - If this box is checked, Power Point will check the spelling of every word as you type. Misspelled words will be underlined with wavy red lines.
- **Hide spelling errors in this document** - Check this box to remove the wavy red lines from words that are spelled wrong.
- **Always suggest corrections** - If this box is checked, suggestions for misspelled words will appear when you activate the spell checker.
- **Ignore words in UPPERCASE** - Power Point recommends that you don't type slide titles in all uppercase letters so it will treat words like this and other all-uppercase acronyms as misspelled. Check this box to ignore this suggestion and acronyms that are typically typed in all caps.
- **Ignore words with numbers** - Check to ignore words that are combinations of letters and numbers.



Delete a Text Box

To delete a text box, simply click the border of the text box and press the **DELETE** key on the keyboard.

Bulleted Lists on Design Templates

Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates already include bulleted lists. Click the place holder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a new bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.

Bulleted List from a Text Box

If you are not creating a bulleted list from an existing placeholder on a design template, or if you would like to add an additional bulleted list, follow these steps to create a new list:

- In slide view, create a text box by selecting **Insert/Text Box** from the menu bar.
- "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.
- Choose **Format/Bullets and Numbering** from the menu bar.
Change the Size of the bullet by changing the percentage in relation to the text.

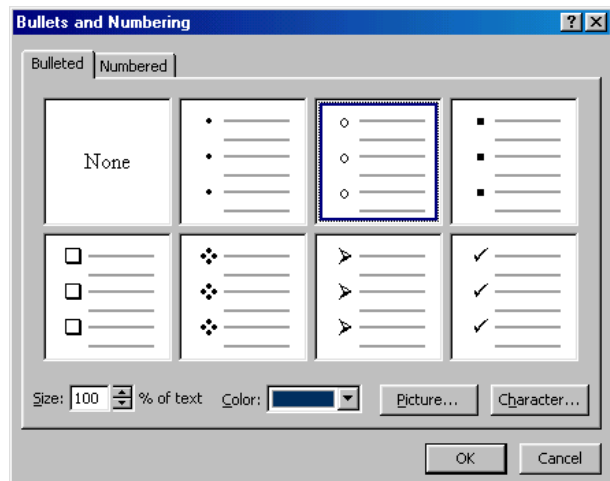
- Choose a color for the bullet from the **Color** menu. Click **More Colors** for a larger selection.
- Select one of the seven bullet types shown and click **OK**.

- OR -

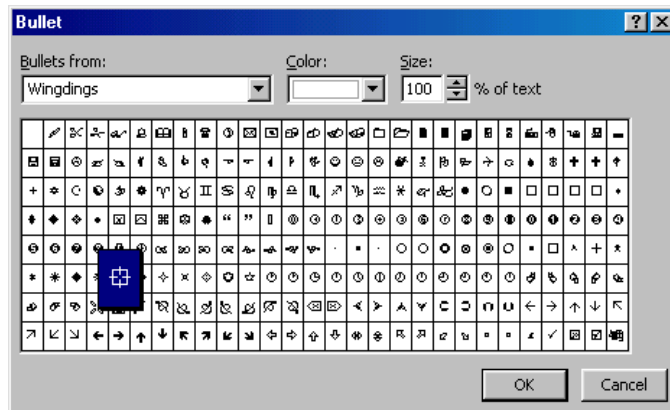
Click the **Picture** button to view the **Picture Bullet** window. Select one of the bullets and click **OK**.

- OR -

Click the **Character** button to select any character from the fonts on the computer. Select a symbol font such as Wingdings or Webdings from the **Bullets from** drop-down menu for the best selection of icons. Click on the characters in the grid to see them larger. Click **OK** when you have chosen the bullet you want to use.






- Click **OK** on the **Bullets and Numbering** window and use the same methods described in the "Bulleted Lists on Design Templates" to enter text into the bulleted list.



Bulleted Lists and New Slides from an Outline

In **Normal** or **Outline** view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in outline view:

- Next to the **Slide 1** icon, type the title of the slide. The text you type beside the slide icons will be the large-type titles on each slide.
- Press **ENTER** to type the next line. This will automatically create a new slide. To create a bulleted list for the first slide, press the **TAB** key or click the **demote** button  on the **More Buttons** menu accessible by clicking the "triple arrow" button at the end of the formatting toolbar .
- OR -
Press **ALT+SHIFT+Right Arrow** to demote the selection to a bulleted list item.
- Continue entering text for the bulleted list, pressing **ENTER** at the end of each line to create a new bullet.
- Create a multilevel list by executing the demote action again to create a bulleted sublist. Press the **promote** button  on the **More Buttons** menu or press **ALT+SHIFT+Left Arrow** to return to the original list.
- Create a new slide by executing the **promote** action until a new slide icon appears.
- Continue creating new slides and bulleted lists by using the demote and promote actions until the presentation is completed. Use the formatting instructions below to format the lists.

If there is more than one bulleted list on the slide, the lists will be designated by numbers enclosed in black boxes. The example below shows the slide created from the outline on the left. The bulleted list on the left side of the slide is labeled list "1" on the outline and the list on the right is labeled list "2". When typing the outline, begin typing in the new list by pressing **CTRL+ENTER**. In this example, **CTRL+ENTER** was pressed after typing "Access".

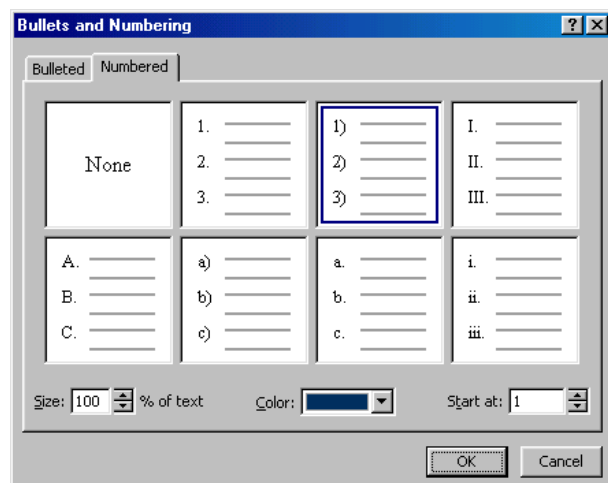
- 1 ☐ Title
- 2 ☐ Office 2000 Tutorials
 - 1 • Word
 - Excel
 - Access
 - 2 • Power Point
 - FrontPage
- 3 ☐ Getting Started
 - 1 •



Numbered List

Follow these steps to create a numbered list:

- Create a text box.
- With the text box selected, choose **Format>Bullets and Numbering** from the menu bar.
- Click the **Numbered** tab at the top of the Bullets and Numbering window.
- Change the size of the numbers by changing the percentage in relation to the text.
- Choose a color for the numbers from the **Color** menu. Click **More Colors** for a larger selection.
- Change the **Start at** value if the numbers should not begin with 1.
- Select one of the seven list types shown and click **OK**.



Adding Notes

From **Normal View**, notes can be added to the slide. These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu.



Video

To add a video to your presentation select **Insert|Movies and Sounds|Movie from File** or to insert an animation from Microsoft's gallery choose **Insert|Movies and Sounds|Movie from Gallery**. Select the video file and click **OK**.

Audio

To add sound to your presentation select **Insert|Movies and Sounds|Sound from Gallery** or **Sound from File**. Select a sound file and click **OK**.

Hot Tip!

*To make text incrementally larger or smaller, select the text and press **Ctrl +]** to make it larger or **Ctrl + [** to make it smaller.*